

CLAIM FOR TRAVEL EXPENSE
SUPREME COURT OF NEVADA
201 S. Carson St., Suite 250, Carson City, NV 89701-4702

Name: Jane Smythe

Mailing Address: 987 First Street

Telephone Number: 775-555-9876

Judicial/Business Affiliation: Anyplace Court

Official Station (city, state): Anytown, NV

Title: Limited Jurisdiction Judge

City and Zip Code: Anyplace, NV 89999

Facsimile Number: 775-555-1234

Email: janesmythe@yourcourt.nv.gov

Employee ID # (state employees only): _____

Purpose of the Trip:

Attendance at the Nevada Limited Jurisdiction Judges 2016 Winter Seminar, North Las Vegas, NV (January 26-29, 2016)

Traveler is a (check one):

<input type="checkbox"/>	Supreme Court Justice or Supreme Court/AOC Employee
<input type="checkbox"/>	Senior Justice or Senior Judge
<input type="checkbox"/>	District Court Judge or Employee
<input checked="" type="checkbox"/>	Municipal or Justice Court Judge or Employee
<input type="checkbox"/>	State Executive Branch Agency Employee
<input type="checkbox"/>	Judicial Board, Committee or Commission Member
<input type="checkbox"/>	Independent Contractor
<input type="checkbox"/>	Other

Check here if the Supreme Court/Administrative Office of the Courts paid for an airline ticket in relation to this travel claim. ☐ Include costs for airline tickets below only if the traveler paid for an airline ticket and is requesting reimbursement.

Other Transportation Codes (Does not apply to personal vehicle. See personal vehicle column): AV (agency vehicle) MP (State Motor Pool car) RC (rental car) GR (ground trans such as taxis, shuttles, subway, city bus, etc.) P (plane) X (passenger in car)

Date	Destination	Time in Travel		Transportation				Daily Expenses						Total for the Day
	(Cities/locations traveled to and from)	Status		Personal Vehicle		Other Trans		\$11.00	\$12.00	\$23.00			\$5.00	
		Include a.m. or p.m. Used to determine eligibility for meal reimbursement		# of Miles Driven	Cost per mile (either .575 or .2875)	Enter Code from Above	Cost	Break-fast	Lunch	Dinner	Total for Meals	Lodging	Incidental	
		Began	Ended											
01/25/16	Drove from Anytown to Airport, flight to Las Vegas, NV	2:00 pm		30.0	17.25	P	150.00			23.00	23.00	89.58	5.00	284.83
01/26/16	NJLJ Winter Seminar, North Las Vegas, NV				-			11.00	12.00	23.00	46.00	89.58	5.00	140.58
01/27/16	NJLJ Winter Seminar, North Las Vegas, NV				-			Provided	12.00	23.00	35.00	89.58	5.00	129.58
01/28/16	NJLJ Winter Seminar, North Las Vegas, NV				-			Provided	12.00	Provided	12.00	89.58	5.00	106.58
01/29/16	Flight from Las Vegas, NV to home Airport, drove to Anytown		4:00 pm	30.0	17.25	P	150.00	Provided	12.00		12.00		5.00	184.25
	Rental Car				-	RC	200.00				-			200.00
	Rental Car Fuel				-	RC Fuel	10.00				-			10.00
Airport or Other Parking Fee					40.00									40.00
Registration or Other Fee														
Total Claimed					74.50		510.00	11.00	48.00	69.00	128.00	358.32	25.00	1,095.82

Original travel claims and signatures are required to be reimbursed. No fax transmittals are accepted. Maximum amounts to be reimbursed for meals and lodging can be found at www.gsa.gov under the per diem link. Original itemized receipts are required and must be attached to the travel claim in order to be reimbursed for: 1. Airline tickets; 2. Parking; 3. Transportation expenses (rental car, shuttle, taxi, etc.); 4. Lodging; 5. Meals in excess of the standard rates above; and/or 6. Registration or similar expenses associated with the reason for travel. The travel claim must be submitted for reimbursement within 30 days of the last day in travel status. Prior approval of travel by the Supreme Court, AOC, and/or the Judicial Education manager, is required in order to be reimbursed for travel to conferences or out-of-state.

I declare under penalty of perjury that this claim and accompanying evidence has been examined by me and to the best of my knowledge and belief is a true and correct claim in conformance with Supreme Court and other governing authority statutes and policies.

Signature of Traveler

Date

Signature of Approving Authority

Date